MICHIGAN
Professional Emergency Manager (PEM)
Program Manual

The Michigan Professional Emergency Manager (PEM) Program provides the knowledge and skills for Emergency Managers in the state to effectively prevent, protect against, respond to, recover from, and mitigate the effects of disaster in their community. Since the early 1990s, hundreds of Emergency Management Professionals from many Whole Community partners have completed this program to help ensure the safety of their communities. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is proud to continue the high level of excellence this designation is known for through a varied and challenging program.

This Program Manual provides aspiring and current Professional Emergency Manager designees with the information needed to successfully complete and maintain the program. It is intended to be a step-by-step guide through every part of the process. If you have questions or concerns, please contact the Emergency Management and Homeland Security Training Center (EMHSTC) by email or by calling 517-284-3957.

Thank you for your interest in the Michigan Professional Emergency Manager Program and your dedication to making Michigan safer and more resilient.

October 1, 2015

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Achieving the Michigan PEM Designation

Follow the four (4) steps below:

1. Register for the Professional Emergency Manager (PEM) Program.[1]

2. Complete and pass all of the required coursework in the table below (recommended order):

Course Title	Learning Mode	Length
FEMA Independent Study (IS) Professional Development Series (7 courses)	Online	Self-Paced
NIMS Training (IS-100, 200, 700, 800, and classroom course ICS-300)	Online and Classroom	Self-Paced ICS-300, 2 Days
IS-393 Introduction to Hazard Mitigation	Online	Self-Paced
Damage Assessment Teams	Online	Self-Paced
Damage Assessment for Emergency Operations Centers	Online	Self-Paced
Grants and Resources	Online	Self-Paced
Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR)	Classroom	2 Days
Basic Public Information Officers (PIO) Workshop (G290)	Classroom	2 Days
Incident Command System/Emergency Operations Center Interface (G191)	Classroom	1 Day
Hazard Mitigation/Comprehensive Plan Interface	Classroom	2 Days
One of the courses below:		
Homeland Security Exercise and Evaluation Program (HSEEP) Course – Webinar[2] (K0146)	Webinar	15 hours
Exercise Design (E/L0104) – Classroom	Classroom	16 hours
Homeland Security Exercise and Evaluation Program (HSEEP) Basics Course – Classroom (L0146)	MSP/EMHSTC Classroom	16 hours

3. Have a minimum of two years of experience in Emergency Management or a related field at the time of the examination application.

4. Register for the comprehensive Professional Emergency Manager Designation Examination after completing the steps above, at least 30 days prior to examination date. A passing grade of 75% or greater on the examination is required.

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[1] Applicants must complete the program within a four-year period from the time of registration acceptance. See process clarification and details on page 3.
[2] HSEEP may be completed in the classroom at the Emergency Management Institute (EMI) OR by MSP/EMHSD OR by EMI webinar. You must register in MI-TRAIN and with EMI to take the webinar and E/L0104 versions.

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STEP 1: PEM Application Process

When you register on MI-TRAIN, you will be asked to provide your local Emergency Manager's name and contact information. It is anticipated you have, or will establish, a relationship with this person and are, or will become, a resource to the Local Emergency Management Program as part of your own professionalization. Active participation in the Emergency Management field is expected in order to maintain this designation.

Local Emergency Management Coordinators will automatically be approved.

State employees in support of Michigan Emergency Management functions need to confirm which state agency/department they support, and will be accepted into the program based on this information.

Federal and for-profit employees must provide a letter confirming their organization's support of their participation.

Whole Community partners (those not listed above) that support emergency services in the state will need to receive approval from the Emergency Management Coordinator identified in their program application.

The following request will be sent to the local Emergency Manager identified in the program application:

> This message is to inform you that *[Applicant], [Title and Organization],* has applied for the Michigan Professional Emergency Manager (PEM) Program. They listed you as their local Emergency Management Coordinator.
>
> Do you recommend their participation in this program? If not, please explain. Your reply is requested within 14 days so we can promptly process this request. You may approve or decline their participation, or defer this decision to the PEM Advisory Board for a final resolution.
>
> Thank you for your time and commitment to the Michigan Professional Emergency Manager Program.
>
> Emergency Management and Homeland Security Training Center
> Michigan State Police
> 517-284-3957
> www.michigan.gov/emhsd-training

STEP 2: Complete Required Coursework

Classroom courses registered on MI-TRAIN and completed through the Emergency Management and Homeland Security Training Center (EMHSTC), such as Basic Public Information Officer (G290) or HSEEP – Classroom (L0146), will automatically be verified when you have met the course requirements.

If the course was not registered on MI-TRAIN, such as FEMA Independent Study or the HSEEP – Webinar (K0146), verification of course completion must be submitted in your MI-TRAIN account by uploading the course certificate into MI-TRAIN. Directions to upload your own certificates are found on page 8.

All registrants for these courses will stay in "pending status" until a course manager reviews the registrations. This is done no later than three (3) weeks prior to the course start date when acceptance or denial notices are emailed to the registrants.

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On occasion, the EMHSTC must reduce the number of registrants to meet course requirements. When doing so, the following policy will be used:

PEM Course Approval Priority Policy	
First priority	Local, state, and tribal personnel in the Emergency Management field.
Second priority	Whole Community partners who support Emergency Management functions within the state.
Third priority	Federal employees and all others who do not directly support Emergency Management functions within the state.
Current PEM Program progress and need to complete a course for an upcoming exam will also be considered.	

Lodging, meals, and transportation are the responsibility of the student or their organization.

STEP 3: Minimum of Two Years of Experience in Emergency Management

The applicant for examination shall have at least two years of experience in the Emergency Management field. Experience may include employment, volunteering, or internship in the following categories:

- Emergency Management program.
- Public Safety role at a non-governmental or private organization.
- Public Safety role with state or federal government.
- First Responder (fire, law enforcement, or emergency medical services).

STEP 4: PEM Examination Application Process

The applicant must <u>complete all of the above requirements prior</u> to applying for the exam. Applicants must complete the steps below at least 30 days prior to the exam:

1. Register for the exam on MI-TRAIN.
2. Complete the PEM Exam Application available here.

Applications will be reviewed to verify completion of all prerequisites. Applicants will be notified of approval or denial at least three (3) weeks prior to the examination date with the opportunity to resolve any outstanding requirements.

Annual Renewal Requirement

All PEM designees must complete an Annual Renewal Requirement by completing any three of the five activities below:

Participation Area	Description	Examples	Documentation
Classroom or Online Training	Eight (8) hours minimum of emergency management training (FEMA, MSP, and others).	EMHSTC Courses, FEMA Independent Study, NDPC courses, etc.	Certificate, Sign-In Sheet, Transcript, MI-TRAIN records, etc.
Attend a Relevant Conference	Attendance at a conference related to the emergency management and public safety fields.	Great Lakes Homeland Security Conference, MEMA Conference, NEMA Conference, etc.	Certificate of Attendance, MI-TRAIN records, letter from conference organizer confirming attendance, etc.
Develop a publication, article, plan, or presentation	Development of an article for a community newsletter, educational research paper, emergency management plan, educational presentation, etc.	Community newsletter, published paper, Emergency Operations Plan, conference presentation, etc.	Copy of the actual publication, article, plan, or presentation.
Exercise Planning or Participation	Participation in exercise planning or conduct. This may include being on the planning team, playing in the exercise, controlling, or evaluating.	Controlling, evaluating, planning, or playing in a responder role in an HSEEP-compliant exercise.	Sign-In Sheet, MI CIMS entry, Incident Action Plan with your name on it, After Action Report, etc.
Significant Actual Incident or Planned Event Participation	Involvement in an actual incident or planned event that is significant for your community.	Flooding, Super Bowl, county fair, festival, etc.	MI CIMS entry, Incident Action Plan with your name on it, After Action Report, Sign-In Sheet, etc.

You may claim activities from the list above which occur from October 1 to September 30 of the previous year. In September, all active PEMs will receive an email containing a link to the Annual Renewal Form (EMD-074). The link will direct you to a questionnaire that must be completed to ensure that contact information is accurate and to certify completion of the Annual Renewal Requirements. Additional details will be in the email that accompanies this renewal.

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You will be required to certify you have completed three out of the five activities above. Below is an example of the certification language:

> ☐ *I certify the above information to be true and accurate as of [date of submission] for the fiscal year [previous fiscal year]. Furthermore, I am prepared to provide substantiation documentation as proof of completion within 30 days of being requested to do so.*

You will not be required to submit documentation at the time of the certification. A randomized subset of current PEMs will be asked to provide substantiation documentation for review. If you are selected, you must provide the documented proof of completion within 30 days of the request by:

1. uploading into your MI-TRAIN account, **or**
2. providing hard copies, **or**
3. emailing electronically-scanned copies.

Failure to comply with the Annual Renewal Requirements set forth in this Program Manual will result in revocation of use of the "PEM" title by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

Program Authority

The Michigan Emergency Management Act, Public Act 390 of 1976, as amended, states that the MSP/EMHSD is required to, "set forth standards and requirements for training and professional development of emergency management coordinators in Michigan."

PEM Advisory Board

According to the Michigan Emergency Management Act, Public Act 390 of 1976, as amended, "the Board shall advise the emergency management division in matters pertaining to the application and registration of emergency management coordinators as professional emergency managers. The member of this Board will serve voluntarily in a manner prescribed by the [Emergency Management and Homeland Security Division]."

The PEM Advisory Board is normally composed of a local emergency manager from each MSP/EMHSD region, a Michigan Emergency Management Association (MEMA) representative, and a respected expert in the field. This group of representation is subject to change.

The PEM Advisory Board follows guidelines, as documented by the PEM Board of Registration By-Laws, regarding Board Membership, PEM Application, PEM Examination, PEM Registration, and PEM Annual Renewal Requirements.

The Board normally meets bi-monthly.

Further Information

Please direct any questions or concerns regarding the Michigan Professional Emergency Manager Program Manual and related Emergency Management courses here.

MI-TRAIN Certificate Upload Instructions

To update the status of your **FEMA Independent Study courses**, follow the instructions below:

- Select the course you want to update the status of by searching for it and clicking the name from the list**.**
- Click the **Registration** tab.
- Select **Credit Type**.
- Click **Launch** and complete the course, if needed.
- When completed, close the training window and return to MI-TRAIN.
- Click **Home**.
- In the **My Learning** section, find the course and click on the title.
- Click the **Completed** button.
- Click the **Back** button.
- Follow the procedure below to upload the FEMA certificate.

To update the status of your **Homeland Security Exercise and Evaluation Program (HSEEP) Course – Webinar (K0146) AND E/L0104 Exercise Design**, follow the instructions below:

- Search for "K0146" or "L0146"and select the appropriate course from the list.
- Click the **Registration** tab.
- Click **Launch.**
- When the course has been completed, return to MI-TRAIN and log-in.
- Click **Home**.
- In the **My Learning** section, find the course and click on the title.
- Click the **Completed** button.
- Click the **Back** button.
- Follow the procedure below to upload the FEMA certificate.

To upload your certificate to the MI-TRAIN Transcript

1. Scan and save the certificate to a thumb drive or your computer.
2. Click My Learning.
3. Click Train Transcript.
4. Find the course and click the Upload External Certificate button below the name of the course**.**
5. In the upload certificate window, enter a title for the certificate.
6. Click Browse or Choose File and find your saved scanned/electronic certificate and select it.
7. Click Upload.
8. Upon successful upload, click Close.
9. Click No Thanks, I'll print my certificate later.
   You can now either exit MI-TRAIN or repeat steps 4-9 to upload additional certificates.

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